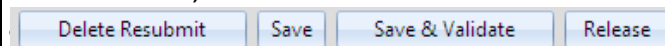


Medical Amendments (Resubmits)

Access IFDRS

1. Perform a Search to access the record that you will be amending.
2. From List of Records, select **View** for the record you want to amend. This will take you into the medical section of the record.
3. Select Record Actions Tab from the right side of the screen.
4. Select Medical Resubmit
5. Add New Resubmit:
 - If there are prior Resubmit records they will be listed.
6. Once the Resubmit Demographic window is open you can:
 - Delete the resubmit, you will be prompted to confirm you want to delete. You will then be returned to the No Resubmits found page.
 - Make necessary changes and Save or Save and Validate.
7. Once you have made your changes and Save & Validated you can Delete Resubmit, Save, Save & Validate, or Release.



8. After you have Released, you will receive a prompt confirming you want to Release, either select OK or Cancel.
9. After selecting OK, you will be returned to the Resubmit Record Window. You can close this window at this time. The resubmit will now appear in the Funeral Directors Work Queue.

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## IFDRS: Indiana Fetal Death Registry System

### Quick Start Guide

### Medical Certifiers ~ Physicians, Coroner, Local Health Official and Staff System Requirements:



Prior to making any attempts to access the Indiana Fetal Death Registry System, please verify that your computer meets the following requirements.

1. Live Internet Connection
2. Widely used standard web browser (preferably Internet Explorer 6.0 or higher)
3. Acrobat Reader
4. Also, it is recommended, (but not required) that your PC should have a minimum of 2GB of memory.

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Login and Password:

A login and password is required to access the Indiana Fetal Death Registry System. This must be obtained in advance by contacting ISDH.

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### Permissions:

Permissions are controlled by your login. If you feel that you do not have permissions to perform a needed function, please contact the System Administrator. Based on your permissions you will be able to perform some or all of these functions; Search for existing records, Process items that are in your work queues, Certification of Fetal Death, Medical Amendment (Resubmits), Declining Records, Perform Medical Extracts, Generate Reports

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Tips :

- What you see in IFDRS depends on the permissions granted to your user ID, so you may not see the same things as another user.
- The system allows you to tab from field to field outlining the field you are on..
- You can navigate between pages by selecting the tab of the page you would like to go to, or by selecting the directional red arrows at the bottom right of the page.
- You can move between pages without saving data on each page. However, please note, if you get logged out by system inactivity or loss of connection, any data not saved will be lost.

Certifications

Use these steps to Certify the Medical Portion of a record. Records that are ready for Medical Certification can be viewed from the Less than 48 Hours Cremation or the General Tab of workflow located on the Home Page. The workflow screen will show how many records (if any) are ready to be certified.

1. Access IFDRS
2. From the Home Page and either Less than 48 Hours Cremation Tab or the General Tab, click the arrow next to **Ready for Medical Data Entry**. **Please note:** You may have records in both workflows.
3. From List of Records, select the record you want to release by clicking on "View". This will take you into the demographic section of the record. **Please note,** records that are overdue are indicated with the Overdue Icon. The record will open to the Medical Tab.
4. You will notice that the Status Bar will have **Green** Lights through 'Released'. The Record Status Bar tracks the progress of each record through the entire process.

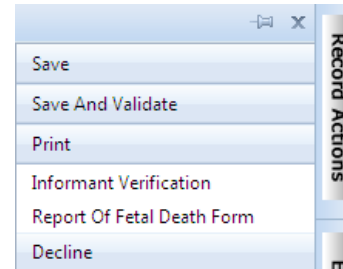


5. Enter the following sections of the Medical Section
 - Fetus
 - Certifier
 - Initiating COD
 - Other COD
 - Manner of Death
 - Manner of Death 2
 - Medical Info 1
 - Medical Info 2
 - Risk Factors
 - Infections
 - Method of Delivery
 - Congenital Anomalies
6. Select Record Actions Tab from the right side of the screen. This will open up the available actions tabs you can process for this record.
7. Select Certify
8. Enter your assigned PIN#
9. Select OK or Cancel
10. If you select OK, the record status will change to Certified and you will receive a confirmation e-mail.

Decline a Record

Declining a record releases a record from your login/ location queue and allows another user to access that record.

1. Access IFDRS.
2. Access the record by selecting from your Workflow or perform a Search to access the record that you will be declining.
3. From Record Actions Tab, select Decline.



4. You will be prompted to confirm that you want to decline this record.
5. Once you have declined a record, you can no longer view that record in your queue. The record will be available in the Funeral Director queue as Pending.

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## Work Queues

Work queues or workflow provide you with a list of records that require action. You can access your workflow in 2 ways.

- When you first login to the IFDRS you are presented with the Home Page. The Home Page displays records that are active and notifications that are within 30 days. Workflow is listed in 3 separate tabs: Less than 48 Hours Cremation, General, Other Locations.
- **Queues Tab** provides you access to the General Queue as well as Notification. Access to records by the Queues Tab allows you to see records that are more than 30 days old or have been completed.